## **Updating Personal Information**

1. From the Home screen, click Personal on the menu bar or click the Family Info tile



	Name:		View Attendance							
	Fajkus, Alexander		Room/Program	Effective	End	М	Т	W	Т	
	(Update Information)		Infant 1 ~ 0040-NY Syracuse	04/13/2015	12/31/9999					
	-									
	Information Record									
	Birthday:									
	07/15/2014									
	Admission:									
	04/13/2015									
	Phone:									
	1(585)794-3113									
Pa	arents/Guardians	Outradian 4								
-	(Ledete Information)	Guardian I								
	(Opdate mornation)									
	- n. 1(363)/ 94-3113									
1	Soon Faikus	Guardian 2								
	(Lindate Information)	Oudruidii 2								
	U: 1/595/472-2442									
	Email: familylink21222@gmail.com									
	Email: raminymike 1555@gridit.000									
dd N	ew Contact									
C	ontacts									
	Ruth Lundy	FRST								
	(Update Information)									
	Payor									

- 2. Click on the blue links to view or update information.
  - a. Addresses and phone numbers can be updated on the child, parents/guardians and contacts.
  - b. Contacts can be added and set up as payers.
  - c. The child's attendance can be viewed.
  - d. The child's information record can be viewed.
- 3. Click on **SAVE** to keep changes

Please note: The School Management team will be notified of any changes. All updates to child information must be approved by the School Management team. If the child information updates are not approved, an email notification will be sent using the email address on file.